



Requirements For the First 30 Days Of The Grant

A. Required training for program leaders

- Sub-grantee program managers and fiscal designees must attend the initial training sessions offered by the Department of Education 21st CCLC Program.

B. Budget submission

- The budget is submitted through the Consolidated Application within 30 days of receiving the grant award notice. Deadline is **Sept. 17, 2010**.

C. Review Federal and state rules and regulations

- Program directors should review the following resources to ensure program and staff compliance:
 - Review your approved grant application,
 - The Operations Manual for Sub-grantees (Read the Manual; sign off required)
 - Yearly calendar of events and deadlines
 - The Georgia Department of Education (GaDOE)'s 21st CCLC information (http://public.doe.k12.ga.us/ci_iap_learning.aspx)
 - Federal government's Non-regulatory Guidance (on training CD provided by GaDOE and at <http://www2.ed.gov/programs/21stcclc/legislation.html>.)
 - Education Department General Administrative Regulations (EDGAR)
 - The 21st CCLC statute
 - OMB Circulars A-87, A-122, A-21.

D. Parent/student and staff handbooks

- Develop and maintain student/parent and staff handbooks for staff and students

E. Grant assurances

- Grant Assurances, are reviewed, signed and returned to GaDOE within 30 days of the grant award. Deadline is **Sept. 17, 2010**.

F. Staffing/hiring

- Staff are hired according to the district/organization's procedures and policies. Document and file evidence of the following:
 - Annual national criminal background checks,

- Fingerprinting is completed at hiring time,
- Staff, students, and parents are oriented to the program,
- Program goals and objectives are shared,
- Professional learning plan and subsequent scheduled opportunities are shared with staff,
- Staff are well informed about their job descriptions, performance expectations, and information regarding their job performance evaluations,
- Staff are well informed about program goals and objectives.

G. Required policies and procedures

- Required policies and procedures are established, documented and communicated
- Conflict of interest,
- Reporting of suspected child abuse,
- Process for reporting fraud, waste, and abuse,
- Complaint procedure (See Appendix),
- Non-discriminatory expectations (see Assurances in Appendix),
- Annual national criminal background checks,
- Instructional staff evaluations and subsequent actions,
- Confidentiality requirements,
- Compliance with ADA, IDEA, other Federal regulations/laws,
- Attendance,
- Transportation,
- Internet and technology usage for staff and students,
- Emergency/Safety procedures.

H. Student registration

- Student registration must be recorded and completed in the data system AfterSchool 21 within 30 days of student enrolling.

I. Program schedule

- Program begins operation, according to the schedule provided and information contained in the grant application.

J. Record student data

- The following information must be entered into AfterSchool 21 data system:

- Registration information
- Baseline student achievement data
- Partners information
- Attendance
- Activities
- Objectives
- Rosters are completed

K. Time and effort records

- Time and Effort and Personnel Activity Reports (PAR) documentation has been established and is monitored by program director/manager (See Salaries/Wages, and Benefits).

L. Communication of goals and objectives

- Determine and communicate with 21st CCLC staff the program's goals and objectives and professional learning opportunities for the term. Complete Program Amendment if needed. Review progress on goals and objectives on a regular basis.